

# CITY OF WEST LINN

## JOB DESCRIPTION

**Job Title:** BUILDING INSPECTOR I

### General Functions:

Reviews plans and inspects residential structures in the process of construction, alteration or repair, for compliance with applicable code requirements, application of safe construction practices and other regulations or ordinances relating to the safety, health, and welfare of the public. Calculates and collects fees and issues permits.

### Duties and Responsibilities:

*(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)*

1. Contributes to a positive work environment.
2. Maintains a positive relationship with contacts specific to them and positions outside the City organization.
3. Conducts field inspections of new residential construction, repairs, and remodeling, for code compliance of plans that have been submitted, examined and approved.
4. Performs building plan reviews of one- and two-family dwellings and multi-family residence structures for compliance with State building, mechanical, fire and life safety codes, and for approved materials, appliances and methods of construction.
5. Calculates, issues and collects permit fees.
6. Enforces zoning codes.
7. Updates code books and reference materials with Uniform Building Codes (UBC). Issues building permits.
8. Answers telephone and counter inquiries regarding building codes and regulations.
9. Maintains building records of inspections.
10. Must remain knowledgeable of applicable codes and ordinances.

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#### SPECIFICATIONS:

*(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)*

#### 1) Job Preparation:

##### a) Education:

- i) Must have high school diploma or equivalent GED Certificate and a minimum of two (2) years of applicable diversified experience, or education in building construction or inspection; or two (2) years of college level education in building inspection technology, or related field, plus a minimum of one (1) year of experience in inspection, and two (2) years diversified building construction experience is required. Any satisfactory equivalent combination of experience and training, as determined by the hiring authority, which insures the ability to perform the work, may be substituted for the above.

##### b) Training:

- i) Must have skill in communicating effectively, in a variety of stressful enforcement situations. Has oral and written contact with the general public, developers, contractors, engineers and architects.
- ii) Specialized skills required include: mechanical skills, skill in reading and interpreting blue prints, plans, specifications, maps, and drawings. Knowledge of building enforcement administration and local zoning codes preferred.
- iii) Requires State of Oregon certification at "A" level in structural inspector and State of Oregon certifications in One-and-Two-Family Dwelling Specialty Code, in structural, mechanical and plans examiner. Must have a valid driver's license at time of appointment.

#### 2) Supervision:

Received: Receives supervision from Building Official. Building Official outlines and reviews work for effectiveness, results obtained, and conformance with applicable codes.

Exercised: May assist in training temporary employees.

#### 3) Communication:

Relationships outside the City organization are maintained with contractors, which may include confrontational and hostile contacts when enforcing codes. Position has contact with members of professional organizations.

Has daily communication with the planning department regarding zoning and planning for new and old structures and with the engineering department to coordinate inspections between public (engineering) and private (building) property.

Has daily contact with the City's residents, by telephone or in person, answering code related questions, or scheduling and performing inspections.

4) Cognitive Functions:

Work is governed extensively by the Uniform Building Code (UBC), State and local codes.

Errors made in the normal course of work could result in personal injury, property damage, lawsuit or unnecessary cost to contractor or homeowner due to structural failure.

Precedent is available for most problems encountered through: past experience of superiors, other professionals, library of code books, other informational literature and manuals.

Most tasks are well defined and recurring although recommendations for new methods within context of the codes may be developed.

Decisions most often made in the course of work include the interpretation of codes as they relate to the methods and materials being used by the contractor.

5) Working Conditions:

Examples of adverse working conditions include: work in inclement weather, climbing and/or descending steep banks and crawling under houses.

Physical risks may include: injury from exposure to hazards of construction sites during a building inspection.

Position has regular business hours.

6) Resource Accountability:

Is responsible for the safe operation and maintenance of a City vehicle.

Maintains accurate records of inspection files, permit files and approved plans files.

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*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*